Site Inspection Process

Site Inspection Process

- Receive Site Inspection Request (SIR) from FEMA containing necessary contact information
- Contact applicant; make appointment to conduct site inspection/assessment
- Compile SIR package with necessary documents:
  - Site inspection request form (from FEMA)
  - FEMA Right-of-Entry (ROE) agreement
  - Landowner's authorization for Ingress/Egress
    - FEMA Form 90-31, OCT 02
  - Mobile Home Installation Work Order Form (*this will be provided to the contractor*)
  - Site Assessment Sketch Sheet
  - Unit InstallationWork Order Quantity Sheet
  - Utility Notice (*should list names/contact numbers for local utility companies – water/electricity etc.)*
  - Formaldehyde Notice

FIRM
Flood Insurance Rate Map

- Determine which flood zone the Site is located in based upon most recent FIRM
  - If the Site falls in borderline area, MapQuest / GPS may be useful to pinpoint location.
- If internet is accessible, FIRM's can be located at the FEMA Map Service Center: http://msc.fema.gov
- If internet is not accessible, use FEMA POC

Survey The Property & Meet With The Applicant

- Try to identify utilities and/or obstacles when you first arrive on site. Before you get out of the vehicle, you should have already done a windshield survey of the site.
- Identify local electric utility to determine if there are any special requirements for setting temporary poles
- Look for Access Limitations to the Site
  - This includes on the property and the route to the Site. Alternate routes may need to be considered.
- Locate property boundaries to determine if there is sufficient space available to place desired unit
- Be considerate, compassionate, and professional

Identify The Utilities

- Locate and mark required utilities:
  - Call State Utility Locating Service before site assessment (will flag locations prior to contractor receiving Work Order)
  - Water access: tie-in to existing spigot / piping / locate water meter, plan for connection
  - Sewer access: identify sewer cleanout / where sewer lines can be tapped for access
  - Electrical service: feasible location for temporary service pole
  - Gas / Telephone / Cable Lines: identify all underground utilities to avoid any hazardous situations and / or interruption in service

Special Needs

- Identify specific needs such as requirement for handicap access or any other concerns that FEMA may not be aware of. For Example:
  - If applicant uses oxygen tanks, they must be placed in an all electric trailer.
  - Ask who will be living with the applicant that may have special needs (i.e. older parents or grandparents using walkers)

Unit Type Selection

- Choose the most feasible unit available.
  - Explain why they will be receiving the selected unit and where it will be placed based upon the information gathered.
    - If applicant does not wish to receive the selected unit, refer them to the FEMA Housing POC.
  - If applicant agrees to the selected unit and the proposed placement of the trailer
    - Flag the site
      - Back corners of unit
      - Tongue of unit
      - Temporary Power Pole
      - Existing Utilities (if known)
    - Sign all required paperwork
      - You, Applicant and/or Landowner

Required Forms / Paperwork

- Site Inspection Request Form
  - Site feasible, Special Site Requests / Comments, Special Needs, Types of Unit, Inspector's Initials
- Temporary Housing ROE (Right-of-Entry) Agreement Form - provided by FEMA
- Ingress/Egress Agreement Form - provided by FEMA
  - FEMA Form 90-31, OCT 02

Required Forms / Paperwork (Continued)

- Sketch of the Site
  - Include applicant's name, address, and coordinates of the site location
  - Sketch placement of selected unit in respect to existing house / footprint, streets, utilities – sewer, water, aerial / underground power, gas, telephone / cable
- Preliminary Quantity Estimates
  - FEMA Form 90-26, MAR 87
  - Length of water, sewer, electric, additional trenching / site preparation
  - Municipal water / sewer taps, temporary service pole
  - Any work that the contractor gets paid for and any additional work to a basic setup.

SITE INSPECTION REQUEST

DR-1635-MO

SITE CONTROL #: SC-35-000275 Rgsn ID: 93-7602851A O/R: O

SITE INFORMATION		APPLICANT INFORMATION	
Address: 300 E 19TH ST		Name: ODOM, CHARLES W.	
City: CARUTHERSVILLE	State: MO	Current Address: 300 E 19TH ST	
County: Pemiscot	Zip Code: 63830-	City: CARUTHERSVILLE	State: MO
Lot #1:	Lot #2:	County: Pemiscot	Zip Code: 63830
Land Owner: CHARLES ODOM		Phone: (573)333-1744	Alt Phone: (479)567-9424
Phone: (479)567-9424		P-Code: P-4MHP	Recoup:
		TT's Needed: 1	MH's Needed:

DIRECTIONS TO SITE

START OUT GOING SOUTH ON WARD AVE TOWARD W 18TH ST.TURN LEFT ONTO E 19TH ST.: END AT 300 E 19TH S
CARUTHERSVILLE, MO 63830-2525, US MAP

Site Inspector: USACE RMB Date Assigned: 5/19/2006

REASON SITE NOT FEASIBLE

Site Feasible

Site Not Feasible

SPECIAL NEEDS

NONE

FAMILY COMPOSITION

TOTAL MEMBERS HOUSED:
0
BEDROOM REQ

SITE REQUEST COMMENTS

*Applicant wants a travel trailer. and Not enough room for a Mobile Home. NOT IN FLOOD PLAIN

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5/31/06

SIR

DEPARTMENT OF HOMELAND SECURITY/
FEDERAL EMERGENCY MANAGEMENT AGENCY

TEMPORARY HOUSING RIGHT-OF-ENTRY AGREEMENT

Applicant Name: Odom, Charles W.
Registration No: 93-7602851A
STATE OF (Location of Temporary Residence): Missouri
COUNTY OF (Location of Temporary Residence): Pemiscot
Federal Disaster Declaration No: 1635DR
Federal Disaster Declaration Date:

In consideration of the President's Disaster Declaration and the furnishing of a temporary housing unit by the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA):

1. The undersigned hereby certifies that he/she is the record title owner or the authorized agent of said owner and, if applicable, the Applicant occupying the following described premises: 300 E. 19th St., Caruthersville, Mo 63830 (Complete address, including unit number. Attach map or narrative description if rural route.)
2. The undersigned authorizes placement by DHS/FEMA of a temporary housing unit on his/her above-described property for use by the subject applicant for the temporary housing period established by DHS/FEMA.
3. The undersigned, freely and without coercion, authorizes DHS/FEMA, its assigns, and its contractors and subcontractors, the right of access and entry to said property for the purpose of placement, set-up, maintenance for the temporary housing period, and removal of the temporary housing unit.
4. The undersigned agrees to allow and maintain a route of ingress and egress for placing and removing the temporary housing unit along and across the subject property to the nearest reasonable access to a public street. This agreement includes the prohibition of structures and barriers on the property which would hinder or preclude the normal and usual connecting, parking, placing, hitching or removing of the temporary housing unit. The undersigned further agrees to maintain a reasonable route of ingress and egress along and across the subject property to allow the Applicant access to and from the temporary housing unit.
5. The undersigned has agreed to the following alterations to the property to allow for the placement of the temporary housing unit, to allow for utility connections to existing utility service on the property, and/or to ensure adequate ingress and egress to the temporary housing units. (List all alterations including, but not limited to, removal of trees, shrubs, fences, and grading.)
6. I understand that this permit is not an obligation upon the government. The undersigned agrees that he/she understands that the activities authorized by this right of entry may cause damage to the subject property to associated personal property and to persons. The undersigned further agrees to hold harmless DHS/FEMA, the State of Missouri, County/City of Caruthersville, and any of their agencies, agents, contractors and subcontractors, including but not limited to, the United States Army Corps of Engineers and the General Services Administration, for damages of any type whatsoever, either to the above-described property, real or personal, or to persons situated thereon and hereby releases, discharges, and waives any action, either legal or equitable, that might arise out of any activities on the property.
7. The undersigned agrees that no indebtedness of his/hers will become a lien on the temporary housing unit, and that he/she will not attempt to restrain the owner of the unit from removing it from the subject property.
8. The undersigned agrees to mark any underground utility lines such as telephone, electric, water, septic and drainage.
9. Site preparation costs will be the responsibility of: (Check one) [X] the applicant; [ ] landowner; [ ] other, Specify:
10. I will mark any sewer lines, septic tanks, water lines, and utilities located on the described property. See attached Sketch. (Provide details if responsibility is divided.)
11. This agreement shall remain in full force and effect from the date of its execution to 30 days following termination of the occupancy of the temporary housing unit, in accordance with procedures and regulations promulgated by DHS/FEMA.

Chas W. Odom — Property Owner/Agent — 5-31-06 Date — Rebekah Boston Witnessed by

300 E. 19th St. Caruthersville, MO 63830 479-567-9424 (Complete mailing address of Property Owner/Agent, including zip code, and telephone number, including area code.)

DISASTER TEMPORARY HOUSING ASSISTANCE PROGRAM

ROE

FEDERAL EMERGENCY MANAGEMENT AGENCY
LANDOWNER'S AUTHORIZATION INGRESS-EGRESS AGREEMENT

1. T.H. APPLICATION NO.: 93-760285/A

See Reverse side for instructions and Paperwork Burden Notice

O.M.B. No. 3067-0322 Expires September 30, 2005

2. LANDOWNER'S INFORMATION

NAME: John Doe

ADDRESS (House No. and Street name): 302 E. 19th St.

CITY AND STATE (Include Zip Code): Carruthersville, MO 63830

PHONE NO. (Include area Code): 555-555-5555

3. APPLICANT SITE INFORMATION

NAME: ODEM, Charles

SITE ADDRESS (House No. and Street name): 300 E 19th St.

CITY AND STATE (Include Zip Code): Carruthersville, MO 63830

NOTE: PROVIDE DIRECTIONS AND ATTACH MAP IF NECESSARY

4. In consideration of the President's Disaster Proclamation of 4-06-06 (date of declaration) 1635 (DR#) and the furnishings of a temporary housing unit by the United States of America to the above applicant, a disaster victim, and other good and valuable consideration not herein expressly stated, and intending to be bound hereby, the Landowner (which term shall, for the purposes of this agreement, include the owner of record and any parties in possession) does hereby agree with the applicant as follows:

a. The Landowner hereby certifies that he/she is the owner of the above described property an authorizes placement of a temporary unit on his/her land for use of the subject applicant for the temporary housing period established by the United States Government.

b. The Landowner agrees that no indebtedness of his/hers will become taken on the said housing unit, and that he/she will not attempt to remove the owner of the unit from removing it from the subject property.

c. The Landowner agrees to allow and maintain a route of ingress and egress for placing and removing the temporary housing unit along and across the subject property to the nearest reasonable access to a public street. This agreement includes the prohibition of structures and barriers upon the property which would hinder or preclude the normal and unusual connecting, parking, placing, hitching, or removing of the temporary housing unit.

d. The Landowner further agrees to maintain a reasonable route of ingress and egress along and across the property to and from the temporary housing unit for the applicant.

e. The Landowner has agreed the following alterations to the property may be made to assure adequate ingress and egress or to allow for utility connections to existing utility service on the property. No claim will be filed by Landowner for these actions. (List removal of trees, shrubs, fences, grading holes in driveway or foundation, etc.). Attach drawing of agreed-upon ingress and egress route.

5. This Agreement shall remain in force for 30 days following termination of occupant of the temporary housing unit in accordance with procedures and regulations promulgated by the Government.

6. Site preparation costs will be the responsibility of: (Check one) ☒ the applicant; ☐ landowner; ☐ other (specify). Provide details if responsibility is divided.

7. Landowner intends to charge and applicant agrees to pay Ø /month rental for use of the property. (Mark "None" if no rental is to be charged).

8. SIGNATURES	DATES
a. OWNER/AGENT: John Doe	5-31-06
b. APPLICANT: Charles Odem	5-31-06
c. WITNESS: Rebekah Booton	5-31-06

FEMA Form 90-21, OCT 01 REPLACES ALL PREVIOUS EDITIONS

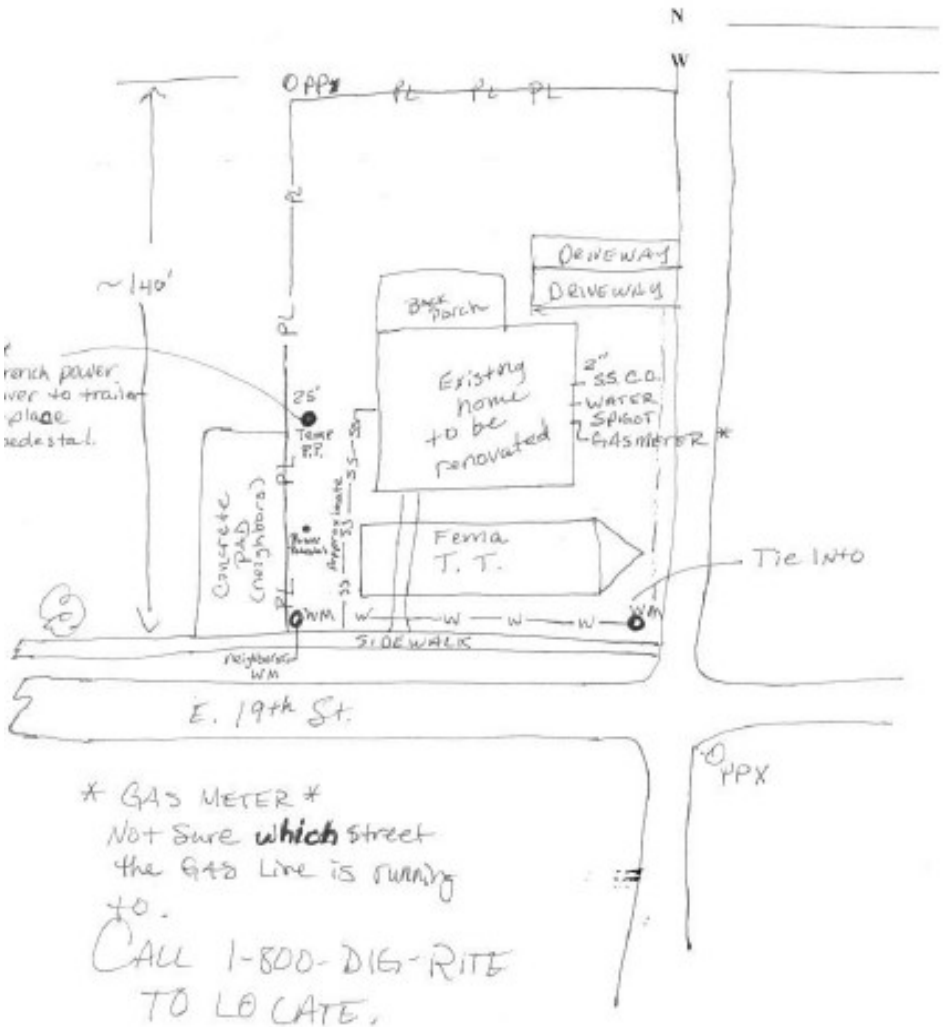
INGRESS/

SITE ASSESSMENT - SKETCH OF PROPERTY

NAME: ODEM, Charles

ADDRESS: 300 E. 19th St.

PHONE #: 479-567-9424



SKETCH

FEDERAL EMERGENCY MANAGEMENT AGENCY

MOBILE HOME INSTALLATION WORK ORDER

1. SITE CONTROL NO.: SC-35-000275
2. WORK ORDER NO.:

3. APPLICANT/SITE INFORMATION

NAME (Last, first, middle initial): Odom, Charles W.
THA NO.: 93-760 2951A

SITE ADDRESS (House No. and Street Name, or Pad No.): 300 E. 19TH ST.

CITY AND STATE: Caribou, ME 04736
COUNTY: Aroostook

4. CONTRACT WORK ORDER INFORMATION

CONTRACTOR: Ross Brothers
INSPECTOR: Bixton
DATE W. O. ISSUED:
ISSUED BY:
DATE SCH. COMPL.:

5. SITE TYPE: ☐ Comm. ☐ Group ☒ Private
6. UNIT TYPE: ☐ MH ☒ RT
7. MOBILE HOME NO.:

8. MOBILE HOME INSTALLATION

ITEM NO. (Check if appl.)		ITEMS TO FURNISH AND INSTALL	UNIT	QUANTITY	UNIT $	TOTAL $
☒	1.	Basic Mobile Home Setup T. T.	Each	—		$0.00
☒	2.	4" Sewer Line, Buried— ABOVE	Foot	7 —		$0.00
☐	3.	6" Sewer Line, Buried	Foot			$0.00
☐	4.	8" Sewer Line, Buried	Foot			$0.00
☒	5.	Municipal Water Tap	Each	1		$0.00
☒	6.	¾" Water Line Extension, Buried— ABOVE HOSE	Foot			$0.00
☐	7.	2" Water Line Extension, Buried	Foot			$0.00
☐	8.	Municipal Water Tap	Each			$0.00
☒	9.	Power Pole and Meter Loop 2.5'	Each	1		$0.00
☐	10.	Additional Towing Outside _____ Mile Radius	Mile			$0.00
☐	11.	Heavy Equipment to Spot Mobile Home	MH			$0.00
☐	12.	Winterize Water Line Installation	Each			$0.00
☐	13.	Direct Wiring of 100 AMP Service, Over 50'	Foot			$0.00
☐	14.	Direct Wiring of Well Pump	Foot			$0.00
☐	15.	30 AMP Well Pump Switch	Each			$0.00
☐	16.	Mobile Home Ramp	Each			$0.00
☐	17.	LP Gas System and 100 Gallons LP	Each			$0.00
☐	18.	Natural Gas Hookup	Each			$0.00
☐	19.	Gas Line Extension, Underground	Foot			$0.00
☐	20.	Mobile Home Skirting	MH			$0.00
☒	21.	Power Pedestal	Each	1		$0.00
☒	22.	Additional Trenching	Foot	2.5'		$0.00
☒	23.	Hose Bibb w/cutoff valve	Each	1		$0.00
☐	24.					$0.00

WORK ORDER TOTAL: $0.00

9. PLOT PLAN/DIRECTIONS/COMMENTS: (If more space is needed, use blank sheet and attach)

See attached Sketch

10. CERTIFICATION AND SIGNATURES - The above described work has been completed, inspected and complies with contract specifications.

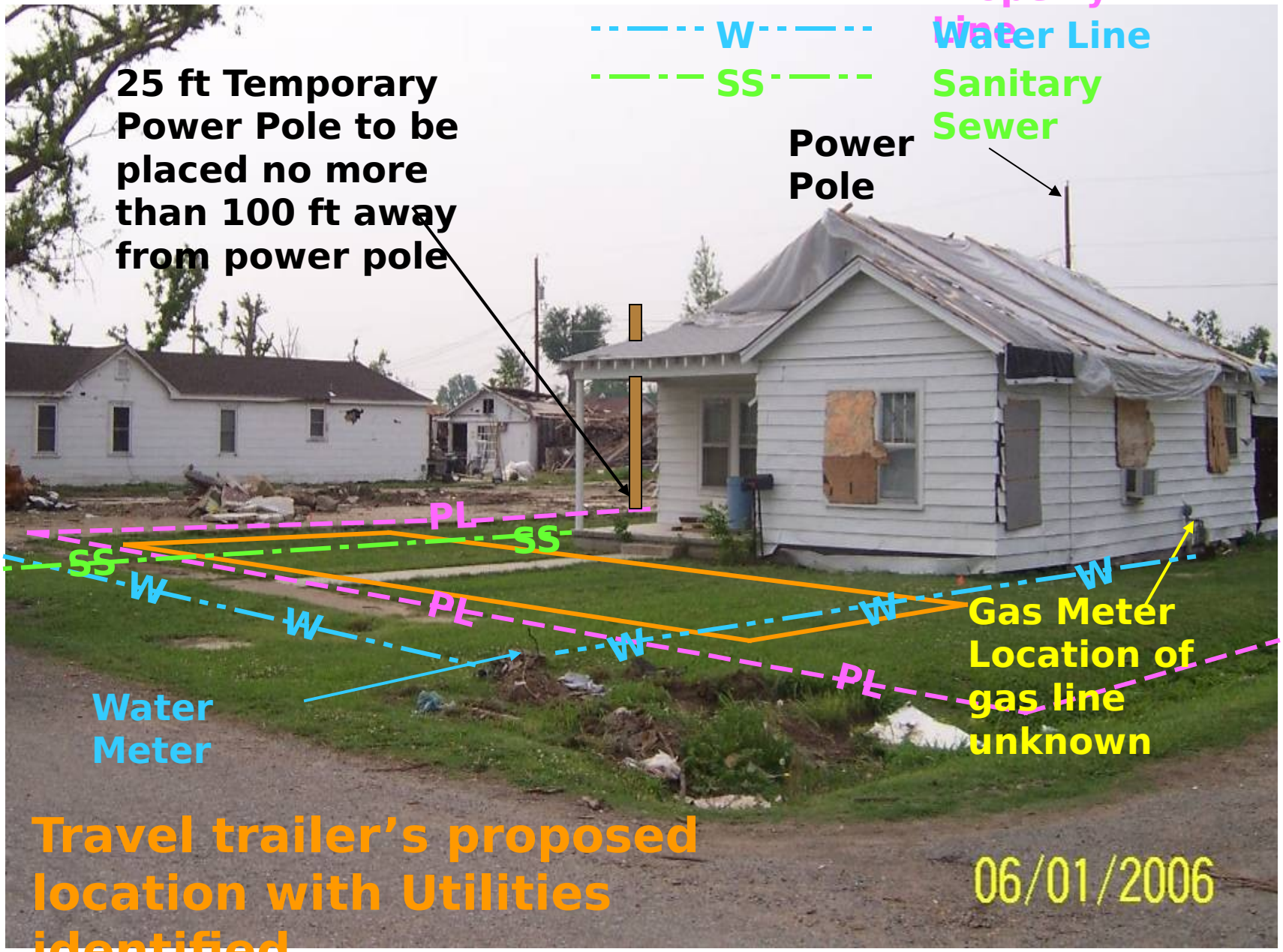
SIGNATURE OF INSPECTOR | DATE

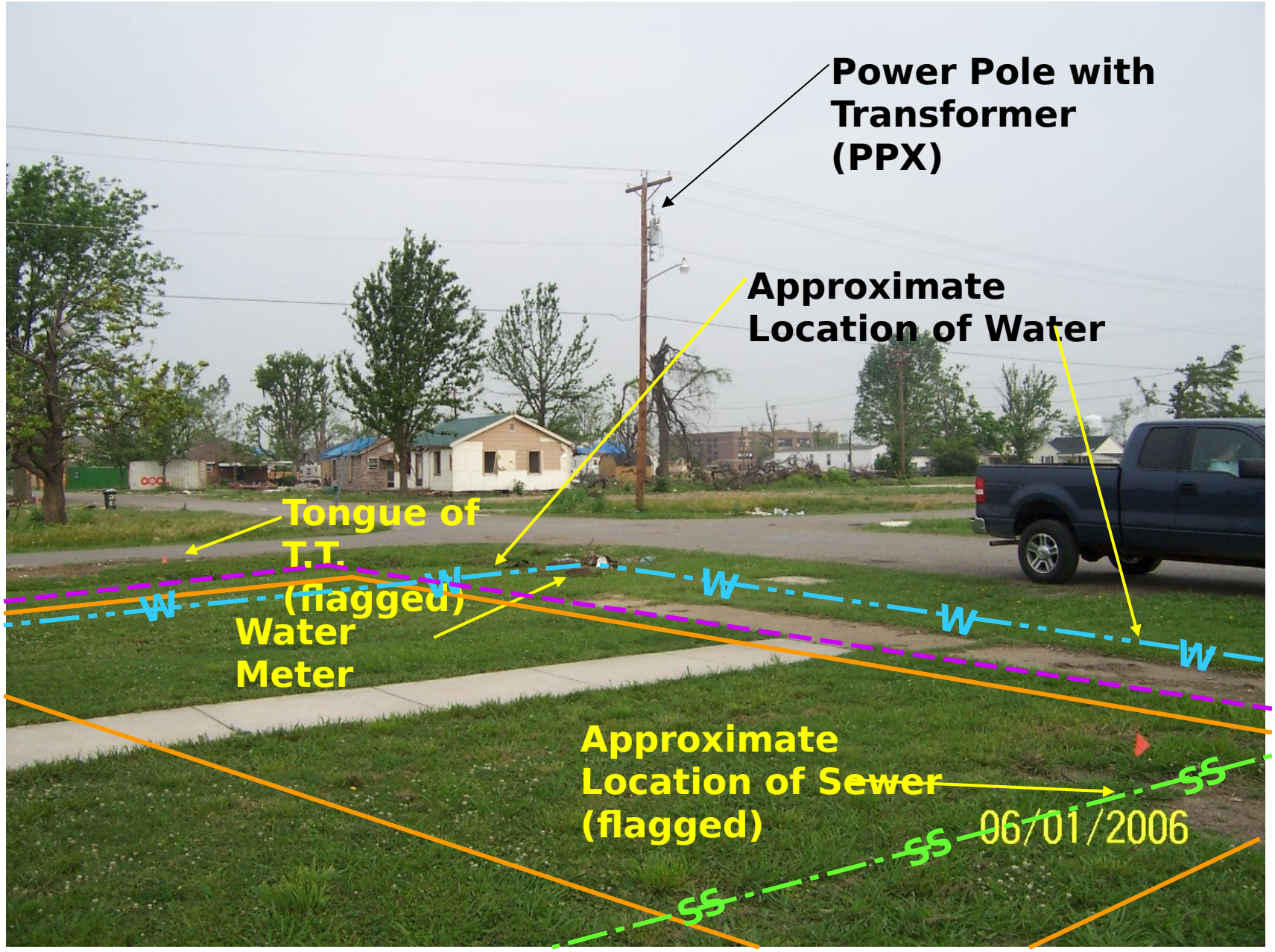
SIGNATURE OF CONTRACTOR | DATE

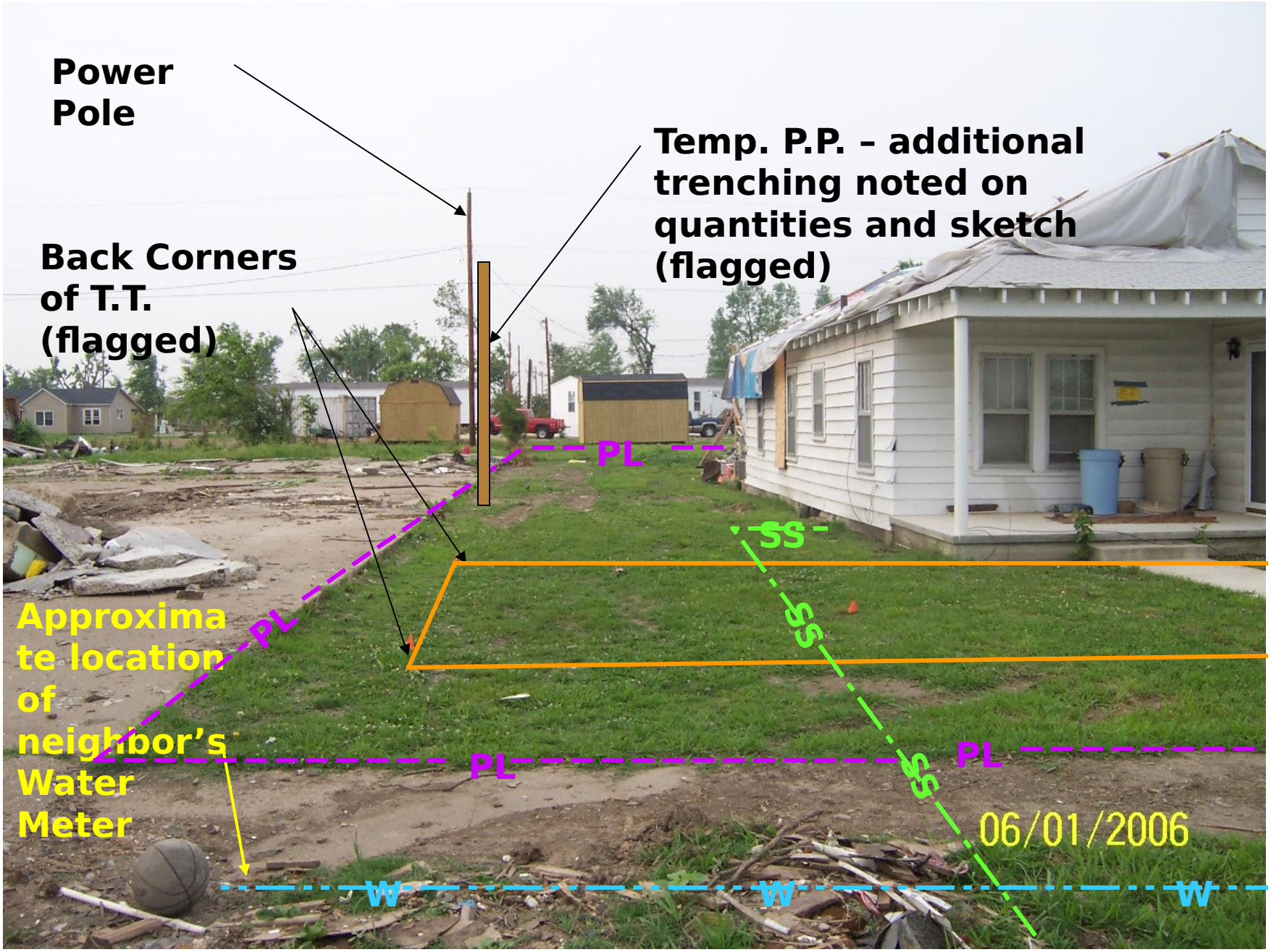
SIGNATURE OF PROJECT OFFICER | DATE

FEMA Form 90-26, MAR 87 REPLACES EDITION OF MAR 80, WHICH IS OBSOLETE.

PRELIMINARY WORK ORDER QUANTITY


PL Property Line
W Water Line
SS Sanitary Sewer
25 ft Temporary Power Pole to be placed no more than 100 ft away from power pole
Power Pole
PL
SS
SS
W
W
PL
W
W
W
PL
Gas Meter Location of gas line unknown
Water Meter
Travel trailer's proposed location with Utilities identified.
06/01/2006


Power Pole with Transformer (PPX)
Approximate Location of Water
Tongue of T.T. (flagged)
Water Meter
Approximate Location of Sewer (flagged)
W
SS
06/01/2006


Power Pole
Temp. P.P. – additional trenching noted on quantities and sketch (flagged)
Back Corners of T.T. (flagged)
PL
SS
Approximate location of neighbor's Water Meter
PL
PL
PL
SS
SS
06/01/2006
W
W
W